

25X1

5 July 1968

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel

SUBJECT : Retirement Counseling and Placement Staff
Progress Highlights During June 1968

1. One final meeting remains to complete the factual and legal review of the "CIA Disability and Retirement System - Questions and Answers" booklet following which it will be forwarded for publication. It will greatly enhance the basic understanding and interpretation of the System by Agency employees.

2. In addition to the retirement literature distributed to 1968 retirees and to career service and personnel officers earlier this year, 80 portfolios containing kits of retirement leaflets and pamphlets, have been distributed this month to overseas stations and bases. Each portfolio constitutes a compact reference collection on retirement subjects for the use of Agency personnel having retirement questions or who are interested in retirement planning. Also, 47 similar portfolios have been distributed

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3. A procedure has been developed with the assistance of the Central Cover Staff and the Office of Security to solicit pertinent information of Agency retirees as to their location and employment status. Of the initial 41 letters sent out responses, after six weeks, have been received from all but 8. Six have raised questions which are being answered and still not one of these retirees has specifically requested further employment assistance.

4. Possible retirement incentives continue to be surfaced by RCPS. Recent proposals have gone forward on a Mutual Funds Employee Participation Plan, and on extending Agency concepts and potential use of "Off-Campus Courses." Ideas raised in the fall of 1967 have again been aired in discussion, such as extending the use of administrative leave, and covering tuition costs for courses which add to the production, effectiveness and professional level of our employees. Such courses may at the same time equip an employee for work elsewhere in the government and thus contribute to upgrading the quality of employees in the U.S. Government.

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5. Statistical summary of RCPS action for the month of June:

Retirement Counseling Branch

Retiree Consultations:	
Full Counseling Interviews	54
Counseling Discussions	95
Retiree Dossiers Indexed	9 (90 total)
Meetings with Management	41
Research and Information Requests	18
Briefings and Ret. Info. Exchanges:	
Agency	20
External	7
Publications, Staff Papers & Correspondence:	
Man-Days	39

External Employment Assistance Branch

<u>Retirees</u> - New Cases	14
Resume Assistance Only	10
External Job Leads Provided	15
Follow-up Consultations	31
<u>Resignees</u> - New Cases	22
Resume Assistance Only	4
External Job Leads Provided	37
Follow-up Consultations	51
External Job Sources Developed	5
Written Inquiries Concerning External	
Applications Received and Answered	34
Personnel Files Reviewed for Outside	
Investigators on External Job Applications	27

Chief, Retirement Counseling and Placement Staff

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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FROM:

EXTENSION

NO.

Chief, Retirement Counseling and Place-
ment Staff, 212 Magazine Building

DATE

TO: (Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1.

Director of Personnel

9 JUL 1968

2.

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3.

Deputy Director for
Support 7D-26 Hqs.

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